

Accounting

Financial Reports

Program financial reports are distributed monthly to the assigned manager/director.

The financial reports consist of:

- Program Summary (Budget Report F-26)
- Program Detail (Financial Activity Report F-21)

Program managers/directors or their designee, review budget, encumbrance and actual activity. The assigned manager/director or the designee should be satisfied that all accounts are in order.

Contact Accounting Services for training or additional information.

Review of Financial Reports

All transactions are to be reviewed for accurate budget classification and income or expense totals.